



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Procurement and Contracts Supervisor (10013)**

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 06/27/2025

APPLICATION DEADLINE: 07/11/2025

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Internal Services

SALARY INFORMATION: \$59,715.40 Annually / Pay Grade L / Job Code FEP023

DUTIES: Supervises, guides, and/or instructs the work assignments of subordinate staff. Develops, coordinates and monitors the agency purchasing, inventory, contract and bidding process throughout the procurement cycle. May manage purchasing card program. Plans and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. Serves as a subject-matter expert.

MINIMUM QUALIFICATIONS: Associate degree in accounting or business or a directly related field from an accredited college or university and four (4) years of job-related experience in a procurement environment, which included one (1) year in a lead worker, team leader, or supervisory role;

OR

Technical diploma in accounting or business from an accredited college or university and five (5) years of job-related experience in a procurement environment which included one (1) year in a lead worker, team leader, or supervisory role;

OR

two (2) years of experience at the lower level Procurement Agent 3 (FEP022) or equivalent position. Note: Some positions require Georgia Procurement Manual area-specific certification(s).

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.*

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.